

Rec 4

MEMORANDUM FOR THE RECORD:

SUBJECT: Space Requirements for Biographic Register

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1. On the 19th of November I attended a meeting with [REDACTED] to discuss the problem of additional space for the Biographic Register. This problem had been presented to the Management Staff by the IG. Specifically, he proposed that an additional three thousand square feet of space be allocated to Biographic Register.

2. This assignment had been made to Mr. [REDACTED] who requested that since we were in the process of making a records disposition survey in OCR, that the benefit of any elimination of records should be taken into consideration before making a final decision on the space requirements for Biographic Register.

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3. On the basis of the records inventory to date, it has been determined that 276 cubic feet of inactive records can be eliminated now from the Biographic Register. There is opportunity for elimination of another 100 cubic feet and Mr. [REDACTED] is proceeding to resolve this problem with Biographic Register.

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4. In addition to the space which will be gained by the elimination of the above inactive records, additional space can be provided in the present building by converting the dossier files from the conventional five drawer, non-safe equipment. A preliminary review in the dossier files indicates that if shelf filing is used, we can bring together all of the dossier files now located in the North Building, including 26 cabinets now in the attic, and provide space for at least two years. This will provide an additional 400 square feet of floor space. Consequently, as a result of records disposition program and the conversion of existing dossier to shelf filing arrangement we can gain a total of 676 square feet of floor space now. *to shelf files*

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5. Mr. [REDACTED] agreed with this proposal and suggested that we proceed immediately to carry out these objectives.

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